

# GRANTEE DEPLOYMENT TRAVEL REQUEST WORKSHEET (TRW)

This form should be returned eight (8) weeks before the scheduled departure date.

All tickets will be purchased a minimum of fourteen (14) days in advance.

Please complete and return to:

**Raytheon** Technical Services Company  
Polar Services  
Attn: Deployment Specialists Group  
7400 South Tucson Way  
Centennial, CO 80112-3938

Fax: 303-705-0742  
Phone: 800-688-8606 ext 2  
303-790-8606 ext 33202

Email: deployment@usap.gov

RPSC POC: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Event #: \_\_\_\_\_

AA Frequent Flyer #: \_\_\_\_\_

Other FF#'s \_\_\_\_\_

## Please print clearly

Name: \_\_\_\_\_

Exactly as it appears on Passport

Airport of Departure (AOD) (Airport/City/State) \_\_\_\_\_

Emergency Contact Name and Phone Number \_\_\_\_\_

DO YOU HAVE A PASSPORT? Yes ☐ No ☐

Passport expiration date: \_\_\_\_\_

Passport country of issue: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fed. Ex. Delivery Address (P.O. Boxes not accepted): \_\_\_\_\_

Is this a residential address? YES ☐ NO ☐

## REQUESTED TRANSPORTATION ARRANGEMENTS: (YOU MUST PROVIDE RETURN DATE EVEN IF APPROXIMATE.)

From City/State and/or Airport	To City/State or Country	*Date	ETD Earliest/latest	ETA Earliest/latest	Seating Requests	Special Meal Requests
			:	:		
			:	:		
			:	:		
			:	:		

Any necessary visa should be obtained before leaving the U.S. by contacting the embassies of the countries to be visited. Failure to do so may complicate or delay your travel. The U.S. Antarctic Program does not pay for or provide assistance in obtaining visas.

Vessel Departure Date: \_\_\_\_\_

Arrival Date at McMurdo Station: \_\_\_\_\_

Arrival Date at South Pole Station\*\*: \_\_\_\_\_

\*\*Arrival dates must be coordinated with the South Pole Asst. Area Manager

Arrival Date at Palmer Station: \_\_\_\_\_

\*Allow a minimum of four (4) days prior to requested date of departure to Antarctica for travel time from AOD to Christchurch, NZ and three (3) days prior to requested date of departure to Antarctica for travel time from AOD to Punta Arenas, Chile, or vessel departure date.

All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.

All business stops must be approved by the NSF in advance of ticketing. If stops are required, please provide an explanation. If personal travel or meetings are planned during deployment, please detail below. Any personal stops en route must be coordinated directly with the airline, and any additional costs incurred due to personal stops will be the traveler's responsibility. **Complete the Excess Baggage Request form when excess baggage is required.** The *Excess Baggage Request* form and/or the *USAP Participant Guide 2004-2006* provides further instructions regarding excess baggage. If you plan to hand-carry high value/high tech items through New Zealand, RPSC DSG will provide you with an original, individually assigned New Zealand customs form for your hand-carry items. Contact RPSC DSG for further instructions at 800-688-8606 ext. 2 or 303-790-8606 ext. 33202.

**HOTEL REQUESTS:** (Christchurch, NZ, and Punta Arenas, Chile hotel suggestions are listed on the Hotel List: RPSC form: DS-A-100d)

Check in date \_\_\_\_\_ Check out date \_\_\_\_\_

☐ Christchurch, NZ ☐ Punta Arenas, Chile ☐ Other \_\_\_\_\_

Contact phone number/address if "other" \_\_\_\_\_

☐ 1<sup>st</sup> Choice of Hotel \_\_\_\_\_ Willing to Dorm? ☐ Yes ☐ No

☐ 2<sup>nd</sup> Choice of Hotel \_\_\_\_\_ Willing to Dorm? ☐ Yes ☐ No

☐ No Hotel Preference ☐ Smoking Room ☐ NON-SMOKING Room

☐ Roommate \_\_\_\_\_ (name) ☐ Single ☐ Twin Beds ☐ Double

☐ NO HOTEL REQUIRED Local contact phone number if no hotel required \_\_\_\_\_

Traveler's Signature/Date: \_\_\_\_\_ Principal Investigator/RPSC POC Signature/Date: \_\_\_\_\_

RPSC Form DS-A-100b, Deployment Specialists Group, Revision #13, February 9 2006, All Locations, Approved by Lynn Dormand